

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (x) EXISTING POSITION

PART I - Position Description

1. Agency Name DCF		9. Position Number K0064702		10. Budget Program Number 22111	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Management System Analyst II (MSA II)		
3. Division Family Services			12. Proposed Class Title		
4. Section CSS			13. Allocation		
5. Unit Central Office			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: By:		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position serves as a subject matter expert for the Child Support Services automation system.

This position maintains all data gathered, entered and stored in the data tables necessary to support processing in the CSS automated system. This position will act as a subject matter expert in the areas of Documents, Finance and other business areas necessary to perform duties. This position is responsible for ensuring all legal documents, letters, and notices generated by CSS statewide are up to date. The individual is also responsible to ensure the cases are distributed to statewide staff according to their caseload assignments. The position is responsible to explain and interpret operational practices, procedures, regulations and activities about child support matters and system functionality. Acts as main contact for problem resolution for CSS field staff, contractors as well as development, testing and business analyst staff. This position also reviews error messages to ensure successful resolution of problems.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Chris Kellogg	Title: Public Service Executive III	Position Number: K0103213
Who evaluates the work of an incumbent in this position.		
Name: Chris Kellogg	Title: Public Service Executive III	Position Number: K0103213

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This is a Child Support Services (CSS) position with overall responsibility for the design, development, maintenance and implementation of the CSS automated system. Duties consist of accepting assignments with a considerable degree of latitude to accomplish the assigned tasks, thus, requiring a full range of management skills. This includes the direction of CSS program staff as well as Information Technology (IT) and contractor staff. Collaboration is also required with federal officials and numerous public officials at the state and federal level. This also includes activities related to the maintenance, enhancement, and future development of CSS automation.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
1	20%	E	<p>Procedures</p> <p>This position involves consulting and evaluating operational practices, procedures and activities by providing professional expertise and direction, which includes the analysis and review of existing business practices, identifying those areas that will require new business practices, developing system business practices and user manuals and related materials which meet policy, Federal, State and user requirements. Once business practices are developed, this position is responsible to coordinate with the KAECSSES system manager, to ascertain the most effective method to implement the new or enhanced business practice which includes dissemination of the business practices. Coordination is required with public and private contractors who perform various roles from development to direct child support services.</p>
2	15%	E	<p>Policy</p> <p>This position involves consulting and evaluating operational practices, procedures and activities by providing professional expertise and direction, which includes the analysis and review of existing system business rules, identifying those areas that will require new business rules, which meet policy, Federal, State and user requirements. Once system business rules are developed, this position is responsible for providing technical planning assistance to coordinate with other KAECSSES managers, including the system manager, to ascertain the most effective method to implement the new or enhanced system business rules which includes direct contact with technical staff.</p>
3	20%	E	<p>System Design, Modification and Maintenance</p> <p>This position is responsible for assisting technical staff in the overall development, functional system maintenance and design for all aspects of the KAECSSES system thru input on planning, implementing and monitoring work plans. Duties include advocating the CSS Program position to the developers of the computer system and approval of the overall system design. Directing IT staff in the review of test criteria, conducting user acceptance testing and verifying that system design meets user functionality requirements. Provides interpretation of guidelines and/or policies, assists in the decision making process thru input and recommendations. Reviews and analyzes operations to assist, advise and train CSS staff regarding standards, business practices and procedures.</p>
4	20%	E	<p>System Implementation and Delivery</p> <p>This position assists in the planning of system implementation, training and delivery of system modifications and enhancements to the user community. Working in conjunction with system trainers, this position is responsible for assisting in the development of the training curriculum and the development of materials and delivery of training if necessary. Notifying the user community of system changes by suggesting and creating broadcast messages are a responsibility of this position. This position is also responsible for identifying system related problems and working with ITS staff to review, analyze, develop and implement potential resolutions.</p>
5	25%	E	<p>Specific Duties</p> <p>This position is responsible for interaction with agency staff, counterparts from other agencies (included out of state counterparts) and private contract staff in the business areas of, but not limited to, Documents (creation & modification of documents), Finance, Service Initiation, MSFIDM, ad hoc reporting. With that knowledge, must be the point of contact for ITS Help Desk staff as a direct resource on problem resolution for CSS field staff, as well as development, testing and business analyst staff. Review error messages generated by the batch programs in the system when they are operated and to insure the successful resolution of these problems. Evaluates activities and makes recommendations to increase operating efficiency, adequacy of services and adherence to federal or state regulations and guidelines.</p> <p>This position speaks to groups and organizations to explain services and to promote participation and cooperation; serves on committees, boards or councils concerned with DCF and CSS functions and activities.</p> <p>This position is responsible for specific tasks regarding table maintenance: overall maintenance for all code value tables within the KAECSSES-CSS system, maintaining office caseload and referral assignment tables, set up global business object reassignment batch, maintain the OCSE IRG website for KS.</p> <p>This position serves as back up for other business areas that directly service CSS field staff.</p> <p>Other duties as assigned.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform the essential functions of this position may cause multi-million dollar federal fiscal sanctions, potential lawsuits, and may result in sever financial loss to the State of Kansas. Program and policy planning impacts the lives of over 100,000 Kansas families.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts will be made with CSS Automation Manager, SMEs, IT technical staff, contracted technical staff, CSS field staff, as well as various DCF divisions and public entities.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of most offices. The likelihood of injury is remote.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily – Personal computer, printer, telephone, calculator
Occasional - FAX machine, copier, scanner

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Four years experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Experience with the Child Support Enforcement program

Experience with the KAECSSES-CSS system, specific knowledge of Documents, Finance, Service Plan business areas

Experience with other program directly related to CSS – EES, KSCares, FACTs, etc.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date

